State of Washington

Roadmap for Financial and Administrative Policies, Processes and Systems

Advisory Group Working Session

February 22, 2006

Today's agenda
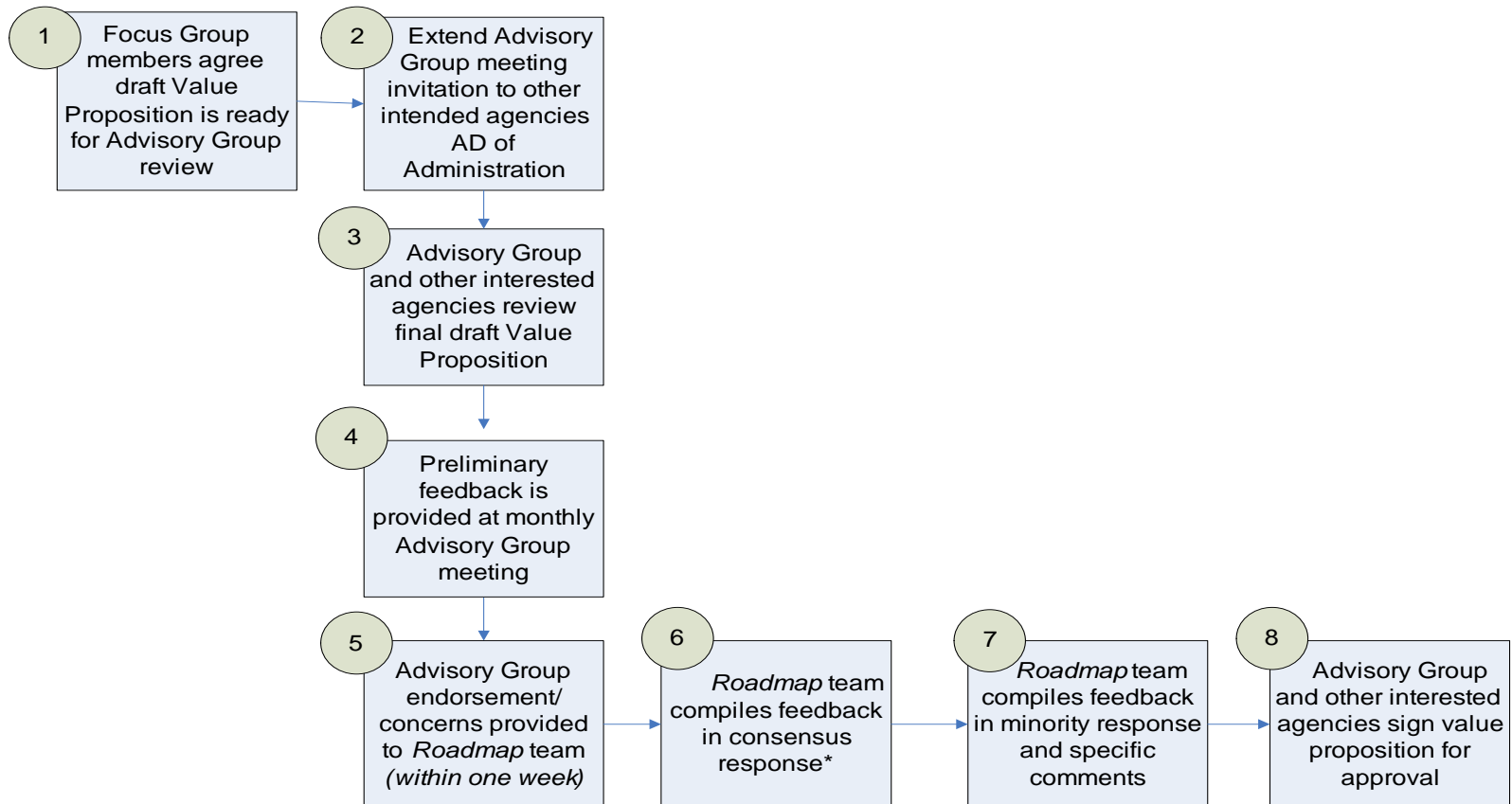
	Agenda item	Presenter	Time
1	Welcome	Sadie Rodriguez-Hawkins	5 min
2	Project update, communications	Kathy Rosmond	5 min
3	Review proposed *Roadmap* Value Proposition review and approval process	Kathy Rosmond	15 min
4	Review and approve Grant Management Value Proposition	Robin Madsen	50 min
5	Next steps / process check	Kathy Rosmond	5 min

Appendices – Integration Architecture Strategy, decision-making principles and *Roadmap* business functions mapped to ERP solutions

Project Update

- Grant Management Value Proposition Complete

- February Executive Sponsor meeting canceled

- Vendor, procurement and payables management "as-is" modeling complete

- Vendor management "could-be" session complete

- Beginning feasibility study consultant selection process

- Work continues on Integration Architecture

- Business analyst recruitment in process

- Coordinating with TEMS and the Grants, Contracts, and Loans projects

Proposed Value Proposition Review and Approval Process

1 — Focus Group members agree draft Value Proposition is ready for Advisory Group review

2 — Extend Advisory Group meeting invitation to other intended agencies AD of Administration

3 — Advisory Group and other interested agencies review final draft Value Proposition

4 — Preliminary feedback is provided at monthly Advisory Group meeting

5 — Advisory Group endorsement/concerns provided to *Roadmap* team *(within one week)*

6 — *Roadmap* team compiles feedback in consensus response*

7 — *Roadmap* team compiles feedback in minority response and specific comments

8 — Advisory Group and other interested agencies sign value proposition for approval

* Need to document how group balanced principles in making recommendations.

Grants Management Value Proposition
Endorsement discussion

Based on the information we have at this time, do you agree to endorse the "could-be" vision for the Grants Management Value Proposition document and the nine recommendations for change?

March expectations

Tasks	Expectations	Assigned to	Due Date
Submit response to Grant Mgmt. Value Proposition	• *Each member will submit a response to the Value Proposition*	Advisory Group	*March 1*
Complete vendor, procurement, & payables management modeling	• Participate in business process modeling Phase II • Check out the *Roadmap* Business Process Modeling website http://www.ofm.wa.gov/roadmap/modeling.htm	Jan-June Advisory Group	Ongoing Ongoing
Develop integration architecture strategy	• Continue developing the integration architecture strategy for the *Roadmap*	Enterprise Architecture Committee	1st Wednesday of each month
Communicate	• Continue sharing the *Roadmap* plan and vision with agency managers and staff	Advisory Group Working Team	Ongoing

Next meeting: **Wednesday, March 22, 1:30-3:30**

OFM Point Plaza West Training Room

Suggestions for improvements

Roadmap Reference Slides:

- Integration architecture strategy
- Advisory Group decision making principles

Roadmap Integration Architecture Strategy

The integration architecture strategy will identify standards & guidelines that will allow the state to:

- Implement the *Roadmap* incrementally, with confidence that components will fit together

- Accommodate agency-unique extensions where needed

- Help agencies plan how to integrate their core systems with new *Roadmap* systems over time

The Integration Architecture Steering Committee, jointly sponsored by DIS and the *Roadmap*, is defining the enterprise integration architecture strategy.

Natural boundaries principle *Should be designed around natural boundaries (adopted by the ISB November 2004)*

- Rationale:
    - Achieving the ability to view state government as a single enterprise requires the ability to effectively integrate systems as needed. Systems with well defined, natural boundaries aid in integration.

- Implications:
    - In order to meet its mandate in a timely manner, the state will need to leverage and use all of its available resources including the existing environment.
    - Within the boundaries of an "Information System", tight coupling streamlines business processes.
    - Between "Information Systems", loose coupling allows open, plug and play approach.
    - Requires definitions of what is in and out of scope of statewide "Information Systems".
    - Requires enterprise-level business and data modeling.

Logical Sequence Principle Should sequence projects based on information needs

- Rationale:
    - Reduces risk of missing key functionality and rework
    - Captures the data needed for operations and performance management as part of the original transactions
- Implications:
    - May have to model lower-value business processes before potentially higher-value processes
- Examples:
    - HRMS would have included financial requirements earlier

Business Sponsorship Principle Should select projects with business sponsors for significant change

- Rationale:
    - Significant process change requires leadership and sponsorship at the highest levels
- Implications:
    - We should not proceed with new ideas if a committed business sponsor can't be identified
- Examples:
    - Identify business sponsor for using state credit cards for all travel expenses

Value Proposition Principle: Should have a measurable value proposition for change

- Rationale:

    Difficult to achieve change without a clear business return

- Implications:

    We should not promote policy, process, systems or information changes without a notable value for the enterprise

- Example:

    Prioritize process modeling work around valued projects such as TEMS, Enterprise Grants and Loans Management

Proposed *Roadmap* Business Processes Mapped to ERP Solutions

Based on Market Research as of 19 January 2006

Strat Plan & Budgtg	Decision Support	Risk Mgt	Project Mgt	Cost Acctg	Grant Mgt	Asset Mgt	Contract Mgt	Vendor Mgt	Procure-ment	Payables Acctg	GL Acctg & Fin Rpt	Cust Rel Mgt	Revenue Acctg	Treasury Mgt
• Forecast-ing • Strategic Planning & Budget Develop-ment • Strategic Planning & Budget Approval • Strategic Planning & Budget Imple-mentation • Perfor-mance & Budget Monitor-ing	• State-wide Manage-ment Reporting • Agency Manage-ment Reporting	• *State-wide Risk Manage-ment* • Agency Risk Manage-ment	• Project Accountin g • Capital Project Monitorin g and Over-sight • *Capital Project Manage-ment* • Non-Capital Project Manage-ment	• Define Cost Objective s • Develop Cost Allocation Plan • Allocate Costs	• Grant Accountin g • Grant Manage-ment	• Capital Asset Accountin g • Asset Lifecycle Manage-ment	• Develop Contracts • Negotiate Contracts • Monitor Contracts	• Vendor Registra-tion • Vendor Informa-tion Manage-ment	• Identify Require-ments • Manage Bids • Manage Procure-ment • Manage Consum-ables	• Goods & Services Payables • Non-Goods & Services Payables • Encum-brance Manage-ment	• Chart-of-Accounts Manage-ment • GL Accountin g • Account Reconcil-iation • Funds Adminis-tration • Financial Reporting	• Customer Identifica-tion • Customer Informa-tion Manage-ment • *Customer Outreach Manage-ment*	• *Taxes, Sales, Services Manage-ment* • *Invest-ment Manage-ment* • Accounts Receivabl e • Cashier-ing Manage-ment • Revenue Distribu-tion • Refund-Credit Manage-ment	• Manage Local & Treasury Funds • *Invest-ment Manage-ment* • *Bond / Debt Manage-ment*

SAP:

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ERPS OVERALL:

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Legend: ○ Probably will not Support ◒ Partially Supports ● Supports Well

Out of Scope